NASA Procedural Requirements

NPR 3300.1A
Effective Date: April 08, 2005
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COMPLIANCE IS MANDATORY

Appointment of Personnel To/From NASA

Responsible Office: Office of Human Capital Management

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Preface

P.1. Purpose

a. NASA must plan for, acquire, develop, and retain a high-performing, flexible workforce to achieve its mission. This NPR establishes the responsibilities, procedures, and guidelines for appointments and details of the following:

1. Individuals in positions as, but not limited to, permanent, career, career-conditional, term, indefinite, and temporary employees but excluding individuals appointed to Senior Executive Service (SES), Senior Level (SL), or Scientific and Technical (ST) positions.
2. Experts and consultants.
3. Individuals on temporary assignments between Federal agencies and State, local, and Indian tribal governments, institutions of higher education, and other eligible organizations.
4. Foreign Nationals.
5. Civilian employees from other Federal agencies and departments to NASA and from NASA to other Federal agencies and departments.

b. This NPR provides Agency direction, which should be used in conjunction with the referenced statutory and regulatory requirements. Center Human Resources Offices should be consulted for further information and guidance.

P.2. Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities. Unless otherwise indicated, use of the word Center(s) in the text of the NPR includes NASA Headquarters. Any reference to Center Director(s) includes the Associate Administrator for Infrastructure and Administration.

P.3. Authority

a. 5 U.S.C. Part II, Chapter 11; Part III, Subparts A and B.
b. 5 U.S.C. §§ 9806, 9808, 9810 (Public Law 108-201, NASA Flexibility Act of 2004).
c. 31 U.S.C. § 1535.
d. 42 U.S.C. § 2473 (The National Aeronautics and Space Act of 1958), as amended.
e. Code of Federal Regulation (CFR), Title 5.
f. CFR, Title 22, Part 514.
g. Financial Management Manual (FMM), 9700.
h. Office of Personnel Management (OPM)/NASA Delegated Examining Agreement.

P.4. References

a. NPD 3000.1, Management of Human Resources.
b. NPR 3510.5B, Position Classification.

P.5. Cancellation

NPR 3300.1, Appointment of Personnel To/From NASA, dated May 7, 1999.

James L. Jennings
Associate Administrator for
Institutions and Management

Chapter 1. Responsibility

The Administrator retains the authority to:

1.1. Request approval from the Office of Personnel Management to authorize an exception to the termination of annuity or annuity offset when appointing retired Federal civilian personnel, unless otherwise delegated by the Administrator.

1.2. Approve details or extensions of details to the White House.

1.3. Approve appointments of non-U.S. citizens, except to Student Educational Employment Program positions.

Chapter 2. AST Rating Procedures

2.1. References

- 2.1.1. 5 CFR, Parts 332 and 337.
- 2.1.2. OPM Delegated Examining Agreement.

2.2. Introduction

This chapter describes qualifications and rating requirements for NASA's single agency Aerospace Technology (AST) standard. These requirements were initially developed during the period 1959 to 1961, concurrent with a classification survey conducted by NASA to satisfy NASA's need for its own unique and discrete specializations within its mission-oriented aerospace work. NASA engaged in discussions and negotiations with OPM in arriving at the requirements described below.

2.3. Basic Education Requirements

2.3.1. Applicants for AST positions must have successfully completed a standard professional curriculum at an accredited college or university leading to a bachelor's degree with major study in an appropriate field as specified in subparagraph 2.7 of this chapter. The term "successfully completed" means that the applicant must be within 9 months of completion of his/her bachelor's degree at the time of submission of the application; however, final appointment would be subject to completion of all degree requirements prior to entrance on duty.

2.3.2. The phrase "appropriate field" refers to engineering (not engineering technology), physical science, mathematics, life sciences, computer science, or other fields of science (see subparagraph 2.7 of this chapter). This excludes majors in the humanities or liberal arts. However, it may be appropriate to accept majors in social science, medical, or other fields if they are closely related to the duties of positions in the Life Sciences and Systems subgroup. In assessing applicants for entry-level (GS-7) positions based exclusively on education, there are limitations on the meaning of "appropriate field" for any given specialty; these limitations are described in detail in subparagraph 2.7 of this chapter. However, in assessing an applicant for a position at the GS-9 or above level, based on experience gained after receiving a degree, any of the undergraduate majors listed in the "academic major" column of the chart, following subparagraph 2.6.4 of this chapter, is acceptable if the applicant has at least 1 year of professional experience closely related to the specialty for which being rated. In such cases, prime consideration is given to the quality and level of experience.

2.3.3. An applicant who did not complete a standard professional curriculum leading to a bachelor's degree, as described above, may be determined to be eligible if he/she has obtained a graduate degree or has been admitted unconditionally to full graduate status in an appropriate field in an accredited institution, provided that at least an aggregate of 1 year of the applicant's study and/or professional experience has been closely related to the specialty field for which he/she is being rated.

2.4. Rating and Referral Process

2.4.1. Applications for AST positions will be evaluated independently by each NASA Center with delegated examining authority, using the established business processes of the NASA Staffing and Recruitment System (NASA STARS). Ratings will be assigned based on the relevance of the applicant's experience, training, and academic major.

2.4.2. Job analysis will be conducted to identify the major duties for which the appropriate skills and competencies for the candidate search are identified and incorporated into the search plan. Appropriate Subject Matter Experts will conduct the job analysis process in partnership with a human resources specialist.

2.4.3. There are five recommended competencies common to AST specialties that were developed by a NASA-wide group of Subject Matter Experts in accordance with the Uniform Guidelines on Employee Selection Procedures:

a. Knowledge of engineering and/or science specialty area;
b. Ability to identify problems, research and analyze information, and apply principles to find solutions;
c. Ability to plan and organize work;
d. Ability to communicate orally;
e. Ability to communicate in writing.

2.4.4. The recommended competencies common to all AST specialties may be supplemented or amended with different competencies at local option. If different competencies are used, they must be developed using job analysis and at least one Subject Matter Expert in partnership with a human resources specialist.

2.4.5. Candidates will be referred in accordance with responsibilities identified in the Delegated Examining Agreement with the Office of Personnel Management, applicable laws in Title 5, United States Code, and regulations published in the Code of Federal Regulations.

2.5. Eligibility Requirements by Grade Level

2.5.1. All applicants must meet the basic education requirements described in Section 2.3 of this chapter. For entry-level (GS-7) positions for which applicants are rated solely on the basis of education, the applicant's education must meet the academic major and coursework requirements corresponding to the position's subgroup and specialty, as defined in subparagraph 2.7 of this chapter. Those specific major and coursework requirements are not mandatory, however, in rating applicants for positions at the GS-9 or higher level if they have at least 1 year of professional experience (gained after meeting the basic education requirements) that is closely related to the specialty for which being rated. In such cases, it is desirable, but not mandatory, that the applicant meet the major and coursework requirements for the AST specialty, as defined in subparagraph 2.7. At these grade levels, prime consideration should be given to the quality and level of experience.

2.5.2. Applicants must possess the necessary length and quality of professional experience and/or education to qualify for the grade level he/she will accept.

2.5.2.1. Requirements for GS-7.

a. Applicants must meet the basic education requirements with the major field of study in one of the disciplines identified under "Academic Major" in the charts in Section 2.6, corresponding to the AST specialty/subgroup of the position for which being rated.
b. In addition to the basic education requirements, applicants must have the following:

1. One year of appropriate professional experience that has positively demonstrated ability or aptitude to do aerospace research, development design, operations, or closely related functions in one of the NASA technological specialties.
2. Successfully completed 1 full academic year of graduate study in an appropriate field in an accredited institution.
3. Any equivalent combination of experience and graduate study. Applicants not meeting (1), (2), or (3) may qualify for GS-7 if they meet any of the criteria outlined below.

2.5.2.2. Special Provisions for GS-7.

a. a. Applicants may qualify at the GS-7 level if they meet any of the following criteria:

1. Are in the upper third of their class, based on completed college work at the time of filing an application. This is the upper third of the class in the college or university or major subdivision (e.g., school of engineering).
2. Have an average of 2.90 or better on a 4.0 scale for either all completed college work at time of application or all college courses completed during the last 2 years of the undergraduate curriculum.
3. Have achieved a grade average of B+ (3.5 on a 4.0 scale) or better in the major field of study where such field is fully qualifying. This is either the average of all completed college work in the major field of study at time of application or the average of all college courses completed in the major field of study during the last 2 years of the undergraduate curriculum. (Senior students may be rated provisionally eligible under one of those criteria provided they had the required average in the junior year. They will be required to submit evidence at the time of appointment that the required average was maintained during the senior year.)
4. Have been elected to membership in one of the national honorary scholastic societies meeting the minimum

requirements of the Association of College Honor Societies (other than freshman honor societies).
5. Have completed 12 months of student trainee experience (does not include periods of leave without pay) that includes at least one work period (2 months or 320 hours) equivalent to GS-5 or at least 15 months of appropriate student trainee experience which includes one work period equivalent to the GS-4 level.
6. For engineering positions -- Successful completion of a 5-year program of study (e.g., one designed to be completed in no less than 5 years) or at least 160 semester hours leading to a bachelor's degree in an accredited college or university.
7. For engineering positions -- If they have a professional engineering degree, up to
8. 12 months of appropriate experience gained as a technician or technologist equivalent to the GS-5 or higher level may be credited as qualifying for GS-7.
9. Have successfully completed all requirements for two bachelor's degrees, one in an appropriate field of science or engineering.
10. Have 6 months aggregate of specialized experience or training, including 3 months gained after the junior year, in a subprofessional, semiprofessional, or technician status, which may have been obtained in a laboratory or elsewhere during a summer period, or assisting a professor, or on active military duty. This may have been on a part-time or intermittent basis, may have been paid or unpaid, and must have been appropriate for NASA technological work.
11. Have received honors or elective positions indicating superior leadership other than scholastic, provided the applicant's academic standing was in the upper half of the graduating class.
12. Have established a pattern of completing courses having unusual preparatory value or direct relation to the particular aerospace specialty for which they are being considered.
13. Have creative research aptitude or special talent for NASA scientific or engineering work, shown by evidence obtained and documented by NASA by means of certifications from college professors or officials, or standardized questionnaires, or similar techniques.

b. Criteria (1) through (7) above apply only to positions in NASA. These criteria support the provision in the National Aeronautics and Space Act of 1958, as amended, which authorizes NASA to establish entrance grades two grades higher than other agencies for certain scientific and engineering personnel. Raters should identify in the automated case file the criteria on which GS-7 eligibility is based.

2.5.2.3. Requirements for GS-9.

In addition to the basic education requirements, applicants must have at least one of the following:

1. One year of professional experience in an appropriate field at least equivalent in difficulty and responsibility to GS-7 level work in the Federal service.
2. Completion of all requirements for a master's or equivalent graduate degree in an appropriate field.
3. Completion of 2 full academic years of graduate education in an appropriate field.
4. An equivalent combination of experience and graduate study as discussed in (1) and (3) above.

2.5.2.4. Requirements for GS-11.

In addition to the basic education requirements, applicants must have at least one of the following:

1. One year of professional experience in an appropriate field at least equivalent in difficulty and responsibility to GS-9 level work in the Federal service.
2. Completion of all requirements for a doctoral degree (Ph.D. or equivalent) in an appropriate field.
3. Completion of 3 full academic years of graduate education in an appropriate field.
4. For some research positions only, completion of all requirements for a master's or equivalent graduate degree in an appropriate field.
5. An equivalent combination of experience and graduate education as discussed in (1) and (3) above.

2.5.2.5. For GS-12 through GS-15.

a. In addition to the basic education requirements, applicants must have:

1. One year of professional experience in an appropriate field at least equivalent in difficulty and responsibility to that of the next lower grade in the Federal service.
2. For some GS-12 research positions only, completion of all requirements for doctoral degree (Ph.D. or equivalent) in an appropriate field.

b. For all grades, qualifying experience may be either paid or volunteer experience.
c. Time spent in military service may be credited as an extension of experience gained immediately prior to entering the service, or it may be credited on its own merits, whichever is more favorable.
d. Positive evidence of highly creative or outstanding research, e.g., development of a basic principle, concept method, approach, or technique which opened the way for major advances in the field, may result in eligibility at one grade higher than that for which the applicant would normally be rated. This principle does not apply if the applicant is eligible on the basis of graduate study.

2.5.2.6. Competencies common to all AST specialties.

a. Applicants who meet the basic requirements will be evaluated further on the basis of their possession of competencies relevant to the position.
b. There are five recommended competencies common to AST specialties:

1. Knowledge of engineering and/or science specialty area.
2. Ability to identify problems, research and analyze information, and apply principles to find solutions.
3. Ability to plan and organize work.
4. Ability to communicate orally.
5. Ability to communicate in writing.

c. These competencies were developed by a NASA-wide group of Subject Matter Experts in accordance with the Uniform Guidelines on Employee Selection Procedures.
d. The recommended competencies common to all AST specialties may be supplemented or amended with different competencies at local option. If different competencies are used, they must be developed using job analysis and at least one Subject Matter Expert.

2.6. Field of Study Applicable to AST Subgroups and Specialties.

2.6.1. For entry-level GS-7 positions in which the candidate is qualifying based on education alone, the undergraduate college majors in the left column ("Academic Major") of the charts following subparagraph 2.6.4. will satisfy the minimum education requirement for the corresponding AST subgroups, provided any applicable special provisions identified in the explanatory material accompanying the chart are met. These special provisions are described in the pages immediately following the chart.

2.6.2. In determining the appropriateness of an individual degree program to the NASA subgroups, raters must not rely on degree titles alone, since there are no standard titling practices among colleges and universities. The degree titles shown represent the degree titles normally used. Raters, however, must use judgment and discretion when either a particular degree title or particular degree course content does not fit the norm.

2.6.3. One degree title that needs close course content review is the bachelor's degree in computer science. A number of schools are using this title for essentially business-oriented degrees. To qualify for AST positions, the computer science curriculum must have included (or be supplemented by) 30 semester hours of course work in a combination of mathematics, statistics, and computer science that provided in-depth knowledge of the following:

(1) Theoretical foundations and practical applications of computer science, including digital computer system architecture and system software organization, the representation and transformation of information structures, and the theoretical models for such representations and transformations.

(2) Essential mathematical and statistical techniques. At least 15 of the 30 semester hours must be in any combination of statistics and mathematics that include differential and integral calculus. Candidates must also meet one of the special provisions or additional experience requirements for GS-7.

2.6.4. Applicants being considered for an AST position at grade GS-9 or above based on experience gained after meeting the basic education requirements, must have majored in one of the academic disciplines identified on the chart (under "Academic Major") on the following pages. However, when rating an applicant on the basis of directly related experience, it is not mandatory that the applicant also meet the academic major and/or coursework requirements corresponding to the specific AST subgroup/specialty when qualifying on the basis of directly related experience. In these cases, prime consideration should be given to the quality and level of experience.

EDUCATION REQUIREMENTS FOR AST SUBGR

ACADEMIC MAJOR	Space Sciences 701-XX	Earth Sciences 702-XX	Life Sciences & Systems 709-XX	Fluid & Flight Mech 710-XX	Materials & Struct 715-XX	Propulsion & Power 720-XX
Aeronautical Eng		Xa	See	X	X	X
Aeronautics		Xa	specific	X	X	X
Aerospace Eng	X	Xa	req'mts	X	X	X
Architecture						
Astronautical Eng	X	Xa	See	X	X	Xb
Astronautics	X	Xa	specific	X	X	X
Astronomy	Xa	Xa	req'mts	Xa		
Astrophysics	Xa	Xa		X		
Biomedical Eng		Xa	See			
Ceramic Eng		Xa	specific		Xa	
Ceramics		Xa	req'mts		Xa	
Chemical Eng		Xa		Xb	X	Xb
Chemistry		Xa	See		X	X
Civil Eng		Xa	specific		Xb	
*Computer Science		Xa	req'mts	Xa	Xb	
Computer Eng		Xa		Xa	Xb	

EDUCATION REQUIREMENTS FOR AST SUBGR

ACADEMIC MAJOR	Space Sciences 701-XX	Earth Sciences 702-XX	Life Sciences & Systems 709-XX	Fluid & Flight Mech 710-XX	Materials & Struct 715-XX	Propulsion & Power 720-XX
Materials Science		Xa	See		X	
Math, Applied	Xa	Xa	specific	Xb	Xd	Xa
Math, Pure	Xa	Xa	req'mts	Xa	Xd	Xb
Mechanics, Applied		Xa		X	X	X
Mechanics, Eng		Xa	See	X	X	X
Mechanical Eng		Xa	specific	X	X	X
Metallurgical Eng		Xa	req'mts		Xc	
Metallurgy		Xa			Xc	
Meteorology	Xa	Xa	See			
Nuclear Eng		Xa	specific	X	Xd	X
Nuclear Eng Physics		Xa	req'mts	X	X	X
Oceanography	Xa	Xa	See			
Optical Eng	X	Xa	specific req'mts			
Physics	Xa	Xa	See	X	X	X
Physics, Applied	Xa	Xa	specific	X	X	X

2.7. Specific Education Requirements For AST Subgroups And Specialties

2.7.1. In rating applicants for GS-7 level positions, based on education alone, the undergraduate college majors in the left column ("Academic Major") of the chart following subparagraph 2.6.4. are qualifying if marked with an "X" in the subgroup column. For example, a degree in aerospace engineering meets the education requirements for a position classified in the Space Science (701-XX) subgroup.

2.7.2. If the letter "X" is joined with a second letter ("a", "b", "c", or "d"), then additional coursework is required to meet the education requirements. The specific requirements are defined under the AST subgroup discussions below. For example, a degree in astronomy meets the education requirements for a position classified in the Space Sciences (701-XX) subgroup only if the curriculum includes or is supplemented by one physics or engineering lab in: electronics, optics, materials, vibration, high vacuum theory, heat transfer, or comparable field relating to aerospace instrumentation.

2.7.3. If the letter "X" is joined with multiple second letters (e.g. "Xab" or "Xbc"), the major must be supplemented by the additional coursework requirements described in both paragraphs corresponding to those letters. In other words, interpret "ab" as "a and b"--not "a or b."

2.7.4. Do not rely exclusively on the chart in rating applicants for AST positions: it is important that you first read through the special subgroup explanatory notes.

Space Sciences (701-XX)

a. Majors annotated with "Xa" are qualifying if the curriculum includes or is supplemented by one physics or engineering lab in: electronics, optics, materials, vibration, high-vacuum theory, heat transfer, or comparable

field relating to aerospace instrumentation.

Earth Sciences (702-XX)

b. Majors annotated with "Xa" are qualifying if the curriculum includes or is supplemented by 6 semester hours or the equivalent in appropriate life sciences or other natural science courses and includes, or is supplemented by, at least two courses that would provide knowledge of such subjects (as appropriate to the vacancy) as the following:

advanced data analysis methodology	geography
aerospace instrumentation	geology
aeronomy	geodynamics
agriculture	geophysics
agronomy	hydrology
atmospheric physics	in situ sensing techniques
atmospheric chemistry	land use management
astronomy	marine resources
biology	mathematics
computer programming	meteorology
computer simulation	numerical analysis
earth resources	oceanography
earth sciences	optical and radar scanners
electromagnetic radiation	optics
engineering	radiative transfer
forestry	remote sensing techniques
forestry and agriculture	spectroscopy
geodesy	statistics

Life Sciences & Systems (709-XX)

Candidates must meet either of the following appropriate college majors and supplemental coursework requirements:

a. Major study in biology (botany, zoology, biophysics, radiation biology, biochemistry, microbiology, physiology, toxicology) or in behavioral science (experimental, physiological, or clinical psychology); or other field of life sciences appropriate for one of these specialties, including or supplemented by at least 20 semester hours of physical science or engineering (undergraduate or graduate); or experience sufficient to provide a basis for understanding, use, and interpretation of the highly specialized ground-based or in flight measurement, environmental control, vehicle control, and other equipment required for crewed or organism-bearing aerospace flights and voyages; or
b. Major study in engineering or physical science appropriate for one of these specialties, including or supplemented by, at least 20 semester hours of physiology; experimental or physiological psychology; or other appropriate life sciences; or experience in biotechnology, human factors engineering, or other appropriate life sciences field.

Fluid & Flight Mechanics (710-XX)

a. Majors annotated with "Xa" are qualifying if the curriculum includes or is supplemented by 12 semester hours (or the equivalent) of appropriate physical science or engineering courses.
b. Majors annotated with "Xb" are qualifying if the curriculum includes or is supplemented by 9 semester hours (or the equivalent) of physics, thermodynamics, fluid dynamics, or gas dynamics.
c. A major in electrical engineering is not qualifying if the major is in production, transmission, and use of large-scale industrial power.

Materials and Structures (715-XX)

a. Majors annotated with "Xa" are qualifying if they include or are supplemented by
b. 12 semester hours (or the equivalent) in refractory ceramics, cermets, or protective coatings.
c. Majors annotated with "Xb" are qualifying if they include or are supplemented by

d. 12 semester hours (or the equivalent) in strength of materials, structures, thermodynamics, and/or basic static and dynamics.
e. Majors annotated with "Xc" are qualifying if they include or are supplemented by
f. 12 semester hours (or the equivalent) in physical or adaptive metallurgy, high-temperature metals and alloys, or cermets.
g. Majors annotated with "Xd" are qualifying if they include or are supplemented by 9 semester hours (or the equivalent) in physics, structures, materials, or other appropriate courses.

Propulsion and Power (720-XX)

a. Majors annotated with "Xa" are qualifying if they include or are supplemented by one course in thermodynamics, nuclear physics, rocket propulsion fundamentals, gas dynamics, or modern or molecular physics.
b. Majors annotate with "Xb" are qualifying if they include or are supplemented by 9 semester hours (or the equivalent) in physics, thermodynamics, chemistry, or closely related fields.

Flight Systems (725-XX)

a. a. Majors annotated by "Xa" are qualifying if they include or are supplemented by 9 semester hours (or the equivalent) in machine design, mechanics, hydraulics, dynamics, thermodynamics, mechanical design, or mechanical measurement.
b. b. The following education requirements apply to **Reliability and Quality Assurance (725-04), Reliability (725-05), Flight Systems Safety (725-11), Quality Assurance (725-22), and Safety and Mission Assurance (725-40).**
c. Qualifying major: A bachelor's degree with a major in any of the following disciplines is qualifying: aeronautical engineering, aerospace engineering, applied mechanics, astronautical engineering, biomedical engineering, ceramic engineering, chemical engineering, civil engineering, computer engineering, electrical or electronic engineering, engineering mechanics, engineering physics, industrial engineering, manufacturing engineering, materials engineering, mechanical engineering, metallurgical engineering, nuclear engineering, nuclear engineering physics, systems engineering, systems and control engineering, structural engineering, or welding engineering. Also, the disciplines of quality engineering, reliability engineering, and safety engineering are qualifying if the graduate's engineering program is accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology.

Qualifying major with specific coursework: A bachelor's degree with a major in any of the following disciplines is qualifying provided it includes or is supplemented by 18 semester hours (or equivalent) in the courses listed below with 15 of those semester hours in the asterisked subjects: aeronautics, applied mathematics, applied physics, astronautics, ceramics, chemistry, computer science, fire protection engineering, materials science, metallurgy, oceanography, physics, or safety science. Also, the disciplines of quality engineering, reliability engineering, and safety engineering are qualifying (in conjunction with the specified coursework) if the graduate's engineering program is accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology.

Coursework

Aeronautics	*Mechanics/Mechanics of materials
Antennas & propagation	*Occupational safety/Industrial safety
Chemistry	*Physics
Communication theory	Quality assurance/Quality engineering
*Computer science	Reliability
Digital design	Risk management
*Dynamics	Safety engineering
*Electrical engineering fundamentals	*Statics
*Electromagnetic theory	*Statistics
*Electronics	*Strength of Materials
Fire protection	*Structures
*Fluids	*Systems safety
*Human factors/Human engineering	*Systems engineering
*Manufacturing engineering	*Thermodynamics

*Materials

In determining whether coursework is qualifying, raters should ensure that the coursework reflects a breadth of knowledge rather than being concentrated in one discipline and is not in the specific field in which the degree was obtained; e.g., courses in physics may not be used to qualify an individual who majored in physics.

Measurement and Instrumentation Systems (730-00)

a. Majors annotated by "Xa" are qualifying if they include or are supplemented by two courses in solid state physics, materials, optics, statics and dynamics, electricity and electronics, electron optics, kinetic theory of gases, electromagnetic propagation or radiation, semiconductors, vibration, information theory, or heat transfer.
b. A major in electrical engineering is qualifying, unless it is in production, transmission, and use of large-scale industrial electrical power.

Data Systems and Analysis (735-00)

a. Majors annotated with "a" after the "X" must include or be supplemented by
b. 12 semester hours (or the equivalent) in appropriate physical science or engineering courses (not required for data analysis or computer research and development positions).
c. Majors annotated with "b" after the "X" must include or be supplemented by
d. 6 semester hours (or the equivalent) in mathematics beyond basic calculus (i.e., any mathematics course in which basic calculus is listed as a prerequisite).
e. Majors annotated with "c" after the "X" must include or be supplemented by at least two of the following courses for the indicated specialties:

Data Analysis (735-05) and Computer Research and Development (735-16)

compiler construction	mathematical statistics (if 6 semester hour course)
computer graphics	numerical methods/numerical analysis)
computer architecture	operating systems
computer networks	programming languages
data base management	software engineering
data structures	theory of equations
differential equations	theory of computation
linear algebra	

Data Systems (735-02), Software Systems (735-03), Data Systems Analysis (735-06), Data Hardware Systems (735-13), and Theoretical Simulation Techniques (735-16)

communication theory	electronics
computer organization	logic design
control systems	optics (for simulation)
electricity and magnetism	solid state physics (for transistors and tapes)
electrical networks	

Facilities (740-XX).

a. Majors annotated with "Xa" are qualifying if they include or are supplemented by
b. 12 semester hours (or the equivalent) in appropriate physical science or engineering courses.

The education requirements for the Facilities Systems Safety (740-03) Specialty are:

Qualifying major: A bachelor's degree with a major in any of the following disciplines is qualifying: aeronautical engineering, aerospace engineering, applied mechanics, astronautical engineering, biomedical engineering, ceramic engineering, chemical engineering, civil engineering, computer engineering, electrical or electronic engineering, engineering mechanics, engineering physics, industrial engineering, manufacturing engineering, materials engineering, mechanical engineering, metallurgical engineering, nuclear engineering, nuclear engineering physics, systems engineering, systems and control engineering, structural engineering, or welding engineering. Also, the disciplines of

quality engineering, reliability engineering, and safety engineering are qualifying if the graduate's engineering program is accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology.

Qualifying major with specific coursework: A bachelor's degree with a major in any of the following disciplines is qualifying provided it includes or is supplemented by 18 semester hours (or equivalent) in the courses listed below with 15 of those semester hours in the asterisked subjects: aeronautics, applied mathematics, applied physics, astronautics, ceramics, chemistry, computer science, environmental engineering, fire protection engineering, materials science, metallurgy, oceanography, physics, safety science. Also, the disciplines of quality engineering, reliability engineering, and safety engineering are qualifying (in conjunction with the specified coursework) if the graduate's engineering program is accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology.

Aeronautics	*Mechanics/mechanics of materials
Antennas & propagation	*Occupational safety/Industrial safety
Chemistry	*Physics
Communication theory	Quality assurance/Quality engineering
*Computer science	Reliability
Digital design	Risk management
*Dynamics	Safety engineering
*Electrical engineering fundamentals	*Statics
*Electromagnetic theory	*Statistics
*Electronics	*Strength of materials
Fire protection	*Structures
*Fluids	*Systems safety
*Human factors/human engineering	*Systems engineering
*Manufacturing engineering	*Thermodynamics
*Materials	

In determining whether coursework is qualifying, raters should ensure that the coursework reflects a breadth of knowledge rather than being concentrated in one discipline and is not in the specific field in which the degree was obtained; e.g., courses in physics may not be used to qualify an individual who majored in Physics.

Operations (745-XX).

a. Majors annotated with "Xa" are qualifying if they include or are supplemented by 12 semester hours (or the equivalent) in appropriate physical science or engineering courses.
b. For Research Pilot (745-10) positions GS-9 through GS-15, appropriate college majors include any of the majors listed in this appendix or under Life Sciences and Systems. In addition to the basic education requirements, candidates must have a current Federal Aviation Administration commercial pilot's license with instrument rating or a pilot and instrument rating from the armed services. One, or a combination of, the following criteria must also be met:

For GS-9:

1. A minimum of 900 hours of pilot-in-command (or first pilot) flight time that includes at least 500 hours in jet aircraft having at least 3,000 pounds of thrust per engine; or
2. One year of research piloting experience.

For GS-11:

1. A minimum of 1,000 hours of pilot-in-command (or first pilot) flight time that includes at least 500 hours in jet aircraft having at least 3,000 pounds of thrust per engine; or
2. One year of research piloting experience which must have been equivalent to grade GS-9.

For GS-12/15:

1. A minimum of 1,500 hours of pilot-in-command (or first pilot) flight time that included at least 500 hours in jet

aircraft having at least 3,000 pounds of thrust per engine; plus 1 year of research piloting experience equivalent to the next lower grade in the Federal service; or 1 year of research piloting experience equivalent to the next lower grade.

2. For positions whose principal duties involve research and development of experimental rotorcraft, pilot-in-command (or first pilot) flight time in aircraft powered by engines having a total of 1,000 horsepower or more in lieu of flight time in jet aircraft may be substituted at all grades.

Management (770-00)

a. Majors annotated by "a" after the "X" must include or be supplemented by 12 semester hours (or the equivalent) in appropriate physical science or engineering courses;
b. Majors annotated by "b" after the "X" must include or be supplemented by mathematics through, and including, the integral calculus level.

Note: In filling positions in the AST, Life Sciences Program Management specialty, the qualification requirements are those shown under NASA Class Code (NCC) 709, Life Sciences and Systems.

Chapter 3: Distinguished Scholar Appointing Authority

3.1. Reference

Section 9810 of the NASA Flexibility Act of 2004 (PL 108-201), as codified in 5 U.S.C.

3.2. Responsibility

The Human Resources Director at each NASA Center is responsible for implementing the Distinguished Scholar hiring authority as prescribed in this chapter.

3.3. Introduction

This chapter describes the hiring parameters and qualification requirements for individuals appointed under the Distinguished Scholar Appointing Authority. The principal object of this authority is to place less emphasis on work experience and provide an external hiring vehicle that gives more weight to the academic performance of recent graduates.

3.4. Coverage

3.4.1. This authority may be used to fill scientific and professional positions covered by the Group Coverage Qualification Standard for Professional and Scientific Positions.

3.4.2. This authority may be used to fill positions at grades GS-07 through GS-12. Positions having a full performance level grade higher than GS-12 may be filled under this authority, provided that the grade at which the individual is initially hired does not exceed GS-12.

3.4.3. This authority is only valid for making career or career-conditional appointments in the competitive service.

3.5. Eligibility

Candidates must meet the relevant OPM qualification standards and have received the qualifying degree from an accredited university within 2 years of the effective date of the appointment.

3.6. Qualification Requirements

3.6.1. Candidates must meet the required academic achievement standards at the time of graduation.

3.6.2. Requirements by Grade Level (Note: All grade point averages (GPAs) are expressed in terms of a 4.0 scale.)

3.6.2.1. GS-7 Level: Achieved a cumulative GPA of 3.0 or higher and a GPA of 3.5 or higher for courses in the field of study required for the position.

3.6.2.2. GS-9 Level: Achieved a cumulative GPA of 3.5 or higher in graduate coursework in the field of study required for the position.

3.6.2.3. GS-11 Level: Achieved a cumulative GPA of 3.5 or higher in graduate coursework in the field of study required for the position.

3.6.2.4. GS-12 Level (Research Positions Only): Achieved a cumulative GPA of 3.5 or higher in graduate coursework

in the field of study required for the position.

3.7. Aerospace Technology (AST) Qualification Requirements

3.7.1. Where appropriate, candidates will normally still be required to meet AST qualifications for the position(s) for which they are applying.

3.7.2. In the rare case where a candidate meets AST qualification requirements, but does not meet the relevant OPM qualifications standard, the individual is not eligible for a Distinguished Scholar appointment.

3.8. Hiring Priorities

3.8.1. Interagency Career Transition Assistance Program (ICTAP) eligibles receive priority consideration.

3.8.2. Veterans' preference applies to Distinguished Scholar hiring actions.

3.8.3. In order to receive consideration, both veterans and ICTAP eligibles must meet the Distinguished Scholar qualification and eligibility requirements.

3.9. Recruitment and Rating

3.9.1. NASA STARS will be used to advertise vacancies and evaluate and refer candidates.

3.9.2. Recruitment

3.9.2.1. Vacancy announcements will include a standard statement identifying the position(s) as being filled using Distinguished Scholar provisions.

3.9.2.2. As appropriate, managers may simultaneously advertise and consider candidates from other hiring sources.

3.9.3. Rating Candidates

3.9.3.1. Candidates who meet the minimum qualification requirements need not be further evaluated. If no further evaluation is done, qualified veterans have absolute preference (in the absence of ICTAP candidates).

3.9.3.2. If candidates are further evaluated using a category rating process, qualified veterans have absolute preference within the appropriate category.

3.10. Reporting Requirements

3.10.1. All Distinguished Scholar appointments are to be documented in accordance with the format prescribed by Headquarters, Office of Human Capital Management. Information is to be provided to Headquarters as requested, but not less than annually at such dates specified to ensure compliance with annual Congressional reporting requirements.

3.10.2. Each Center shall, at a minimum, maintain data on the total number of Distinguished Scholar appointments, and of those, the number of appointments made to address a critical need.

3.10.3. Centers may maintain additional information as needed.

Chapter 4. Employment of Experts and Consultants

4.1. References

4.1.1. 5 U.S.C. 3109.

4.1.2. 42 U.S.C. 2473 (c)(4) and (9) (NASA Space Act of 1958), as amended.

4.1.3. 5 CFR, Part 304.

4.2. Responsibility

4.2.1. Center Directors are authorized to certify appointments and extensions of appointments of experts and consultants. This authority may be redelegated in accordance with NPD 3000.1, Management of Human Resources.

4.2.2. Center Human Resources Directors shall establish controls to ensure that notification is provided to the office whenever an expert or consultant employed on an intermittent basis approaches the 130-day limit in a service year.

4.3. Introduction

4.3.1. The policies in this chapter apply to the appointment of experts and consultants as Federal employees and do not apply to the procurement of services by contracts under the procurement laws.

4.3.2. This authority shall be used to obtain specialized opinions not available within NASA or another agency; outside points of view to avoid too limited judgment on critical issues; advice on developments in industry, academic, and foundation research; opinions of noted national and international authorities; advisory participation of members of the general public, especially scientists and engineers, in the development of NASA programs; and assistance in the evaluation of highly technical and complex contract proposals. The use of this authority shall be kept to an essential minimum.

4.4. Restrictions

Consulting services will not:

4.4.1. Be used under any circumstances to aid in influencing or enacting legislation.

4.4.2. Be arranged in such a way that gives preferential treatment to former Federal employees.

4.4.3. Be arranged using cooperative agreements as the legal instruments for the consulting service arrangement.

4.5. Employment Conditions

4.5.1. Temporary employment for experts and consultants may be full-time, which means a regular requirement to work a 40-hour workweek (or 80 hours per pay period), or part-time, which means working on a prearranged schedule requiring fewer hours or days of work than those of full-time employees. They may also serve in intermittent appointments, without a regularly scheduled tour of duty.

4.5.2. In determining rates of compensation for an expert or consultant, consideration will be given to such factors as the importance, difficulty, or urgency of the subject matter, the individual's other income (for comparison purposes), and the organizational level at which he/she might be assumed to be operating within NASA.

4.5.3. Generally, the statutory prohibitions on conflicts of interest apply. However, a consultant or expert who is expected to work no more than 130 days in any period of 365 consecutive days may qualify for treatment as a Special Government Employee. Such employees are subject to most, but not all, of the prohibitions that apply to regular employees. Individuals should consult with the Designated Agency Ethics Official or his/her designee regarding whether the employee qualifies as a Special Government Employee.

4.5.4. If a security clearance is required, there is some flexibility in initiating investigations on prominent persons who have performed frequent service for the Government. However, NASA Center Security Officers should be consulted to determine if previously submitted security forms are adequate.

4.6. Documenting Employment

4.6.1. NASA Form 452, Request for Services of Consultant or Expert, will be used to request the appointment of all experts and consultants with NASA. The original will be retained in the official personnel folder.

4.6.1.1. Since the description of actual duties to be performed is critical in the determination as to whether an expert/consultant employment situation exists, particular care should be taken to ensure that Item 5 of NASA Form 452 clearly indicates the duties to be performed; whether the employee's services are advisory (consultant) or operating (expert) in nature; and the specific knowledge, skills, and expertise required.

4.6.1.2. To ensure adequate documentation of the expert/consultant status of the appointee, Item 6 shall specifically cite the basis for determination that the special qualifications detailed in Item 5 of NASA Form 452 have been met.

4.6.2. An appropriate administrative record will be made of actual days on which an expert or consultant performs duty, containing a brief description of actual service performed on each occasion of work. The record will be maintained by an official in the office where the expert or consultant renders service. Records and reports maintained by advisory committees may be used to satisfy this requirement for advisory committee members.

4.6.3. Persons appointed as experts or consultants will be required to complete a Statement of Financial Interest prior to employment as required by NPR 1900.3A, Ethics Program Management.

4.7. Internal Review During Employment.

4.7.1. Center Human Resources Directors shall conduct quarterly reviews of all expert and consultant appointments. Each review will be appropriately documented, signed by the Human Resources Director, and submitted to the Center Director by October 1 of each year. In addition to the requirements established by OPM, the following data for each expert and consultant will be included:

- 4.7.1.1. Name.
- 4.7.1.2. Company or institution by whom employed.
- 4.7.1.3. NASA organization to which assigned.
- 4.7.1.4. The name of the NASA official requesting consultant services.
- 4.7.1.5. Dates worked.
- 4.7.1.6. Salary paid.
- 4.7.1.7. Travel expenses.
- 4.7.1.8. A summary of expert or consultant services rendered.

4.7.2. The report will be made available as needed for review by OPM and/or the Office of Human Capital Management, NASA Headquarters.

4.7.3. Experts and consultants who have worked for 10 days or less during a fiscal year quarter are excluded from the review.

Chapter 5. Appointment of Foreign Nationals

5.1. References

5.1.1. 5 U.S.C. 3109.

5.1.2. 42 U.S.C. 2473(c)(9).

5.1.3. 5 CFR 213.3148(a).

5.1.4. 5 CFR 213.3102(bb).

Executive Order 11935, Citizenship Requirements for Federal Employment.

5.2. Responsibility

5.2.1. Requests to appoint foreign nationals will be forwarded to the Administrator through the Assistant Administrator for the Office of Human Capital Management, NASA Headquarters.

5.2.2. The Administrator's approval is required before initiating paperwork to the U.S. Citizenship and Immigration Services (USCIS) of the Department of Homeland Security (formerly the Immigration and Naturalization Service).

5.3. Introduction

NASA may appoint foreign nationals having special qualifications in the fields of aeronautical and space research as determined by the Administrator to be necessary and in the public interest.

5.4. Qualification Requirements

For permanent or nonpermanent employment, foreign nationals must, as a minimum, meet all other qualification standards for the position being filled. For employment as an expert or consultant, foreign nationals must possess qualifications that exceed those prescribed for comparable work in the competitive service or be otherwise eminently qualified for the specific position.

5.5. Appointment Procedures

5.5.1. For permanent employment. Any request for approval to appoint a foreign national must contain a brief description of the duties of the position and full justification for the proposed employment, including the following:

5.5.1.1. The functional and organizational titles of the position, as well as grade level or rate of compensation.

5.5.1.2. Organizational and geographical locations of the position.

5.5.1.3. A description of the prospective appointee's special skills and qualifications.

5.5.1.4. The resident status and type of visa of the foreign national (and spouse and children, if applicable) as established by the appropriate USCIS Office.

5.5.1.5. A completed resume (signed by the applicant).

5.5.1.6. A position description.

5.5.2. For nonpermanent employment. Any request for approval to appoint a foreign national must contain a brief description of the duties of the position and full justification for the proposed employment, including the following:

5.5.2.1. The functional and organizational titles of the position, as well as grade level or rate of compensation.

5.5.2.2. Organizational and geographical locations of the position.

5.5.2.3. A description of the prospective appointee's qualifications (special qualifications, if appointment is to an expert or consultant position).

5.5.2.4. The resident status and type of visa of the foreign national (and spouse and children, if applicable) as established by the appropriate USCIS Office.

5.5.2.5. A completed resume (signed by the applicant).

5.5.2.6. If appropriate, a Request for Service of Advisers, Consultants, and Experts, which will include a description of duties and the Certifying Official's statement.

5.5.3. Documentation to meet special security requirements. All requests for approval to appoint foreign nationals must also include the following:

5.5.3.1. A statement signed and dated by the applicant indicating whether the foreign national has formally declared intent to become a U.S. citizen and, if not, his/her intent to become a citizen if employed by NASA (this is not required of foreign nationals considered for nonpermanent employment except in positions requiring access to classified information); and whether the foreign national or spouse has any relatives residing in Designated Countries, as determined by the U.S. export control regulations, and, if so, the name, relationship, age, address, occupation, and description of the nature and extent of contact with each such relative. A Designated Country is any country that meets any one or more of the following criteria: country with which the U.S. has no diplomatic relations; country determined by the Department of State to support terrorism; country under sanction or embargo by the U.S.; country of missile technology concern. For the most up-to-date information pertaining to the Designated Country list, contact the Center Expert Control Administrator for further guidance.

5.5.3.2. A Memorandum for Record from the Center's Security Officer reflecting the level of access to classified information, as established by the appropriate supervisory official, which will be required by foreign nationals in performance of duties or a statement that the foreign national will be assigned to duties which do not involve access to classified information, and that such access can be effectively precluded. The memorandum must also indicate that the required security documentation has been reviewed, is adequate and complete, and that there are no apparent factors which would preclude granting access.

5.5.3.3. Visa Reclassification. Foreign nationals offered employment must be legally admitted to the U.S. for permanent residence or otherwise authorized by the USCIS to be employed. Foreign nationals who do not need a valid Alien Registration Receipt Card (green card), Form I-551, may be sponsored for visa reclassification by NASA. The requesting Center will forward (after the Administrator's approval) USCIS Form I-140, "Immigrant Petition for Alien Worker," and required documentation to the USCIS Service Center with jurisdiction over the location where the foreign national will be employed.

5.5.3.4. Waiver of Residence Abroad Requirements (2-year foreign residence requirements).

a. If it is necessary to obtain this waiver, documentation must be forwarded to, General Counsel, NASA Headquarters, and must include the following information:

1. The U.S. Information Agency (USIA) Data Sheet.
2. Signed resume.
3. Listing of publications.
4. Legible photocopies of all INS IAP-66 forms (J-1 visa documentation).
5. A copy of the request for approval to appoint a foreign national.

b. After the Administrator's approval, Form I-140 and the above documents will be forwarded to USIA for waiver approval.

5.5.3.5. Submission of Request. After approval and signature of the Center Director, the request for approval to appoint a foreign national and all supporting documentation shall be sent through the relevant Headquarters Center Executive, the Assistant Administrator for the Office of Human Capital Management, the Assistant Administrator for the Office of

External Relations, and the General Counsel, NASA Headquarters, for approval by the Administrator.

5.5.3.6. Transportation. When the transportation of the appointee and dependents and shipment of household goods to the first duty station are authorized under 5 U.S.C. 5723, the appointee must execute NASA Form 420, Service Agreement - First Duty Station Appointment.

5.5.3.7. Change in Citizenship. The Center will provide a written notice to the foreign national, on or before the date of appointment, indicating the foreign national's responsibility to notify the Office of Human Capital Management immediately of any changes in visa or citizenship status. The written notice should inform the foreign national of the Office of Human Capital Management's requirement for receipt of naturalization data within 10 days after the foreign national becomes a U.S. citizen. Upon notification of a change in citizenship status, the Center will:

a. Initiate action to convert the employee from an excepted to a competitive appointment.
b. Submit to the Assistant Administrator for Human Capital Management (within
c. 10 days) the foreign national's naturalization certificate number, the effective date, and the name and location of the court. This information will also be provided to the Center's Security Officer.

Chapter 6. Intergovernmental Personnel Act (IPA) Assignments

6.1. References

6.1.1. 5 CFR, Part 334.

6.1.2. 5 U.S.C. 3371-3376.

6.1.3. 5 U.S.C. 9808 (Public Law 108-201, NASA Flexibility Act of 2004).

6.1.4. FMM9700.

6.1.5 NPR 3792.1A, "Plan for a Drug-Free Workplace."

6.1.6 NPR 1900.3A, Ethics Program Management.

6.2. Responsibility

6.2.1. The Center's Financial Management Officer and the Headquarters Office of Institutional Planning and Investment, Business Management Division, are responsible for ensuring that adequate financial safeguards are included in the terms of all agreements and that the terms are adhered to by all parties.

6.2.2. Centers are responsible for providing information and data to meet reporting requirements in accordance with Agency procedures and Federal regulations.

6.2.3. Centers will ensure that any IPA assignment to a position/set of duties that meets the NASA-specific criteria contained in the NASA Plan for a Drug-Free Workplace as a Testing Designated Position (TDP) will be designated as such and so stated in the IPA agreement. The individual assigned to the duties will be so notified and will acknowledge, in writing, that the set of duties to which he/she is being assigned is subject to random drug testing.

6.3. Introduction

NASA will use this mobility program when the assignment serves a sound public purpose of mutual benefit to the Government or organizations involved and the employee. IPA assignments are not to be used for the sole purpose of employee training.

6.4. Length of Assignments

Centers may establish an initial assignment period for up to 2 years. The initial assignment may be extended for up to an additional 4 years, not to exceed a total of 6 years for the entire assignment period.

6.5. Approvals

The authority of Centers to approve IPA assignments and extensions does not apply to the assignment of NASA SES, ST, SL, and NEX employees to non-Federal entities. Such assignments must be approved by the Associate Administrator for Institutions and Management.

6.6. Indirect Costs for IPA Agreements

6.6.1. NASA may reimburse a participating organization for an allocable share of contractor indirect costs provided such allocation is consistent with the contractor's established cost accounting practices. There must be written documentation by the cognizant Federal agency for negotiation and administration of indirect cost rates that specifies the proper allocation of indirect costs associated with IPA agreements.

6.6.2. In executing an IPA agreement in which the non-Federal organization requests reimbursement for indirect costs but the proper allocation of indirect cost has not been verified by the cognizant audit official, NASA may permit a provisional indirect cost rate of 6 percent in the IPA agreement. The provisional payment of 6 percent would be adjusted, if necessary, when the cognizant audit agency has a written agreement specifying the proper allocation of indirect costs associated with IPA agreement.

6.7. Distribution of Approved Agreement

A copy of each approved agreement and any amendments/modifications to an existing agreement will be provided to the following:

a. The Center's Financial Management Officer and for Headquarters, the Office of Institutional Planning and Investment, Business Management Division.
b. The Assistant Administrator for Human Capital Management.

Chapter 7. Employment in the Excepted Service

7.1. References

7.1.1. 5 U.S.C. 2103 and 5 U.S.C. 7511(a)(1).

7.1.2. 5 CFR, Parts 213, 302, 307, 315, and 316.

7.2. Trial Period

7.2.1. Any person appointed to a continuing excepted position without time limitation and without authority for future noncompetitive conversion to competitive appointment (e.g., attorney, foreign national) is required to serve a trial period of 1 year. This applies not only to the first such appointment but to any subsequent new appointment to this type of excepted position.

7.2.1.1. Each employee shall be evaluated during the trial period prior to the completion of the 10th month of such period.

7.2.1.2. Termination action should be initiated in cases where the employee's work performance or conduct fails to demonstrate fitness or qualifications for continued employment. The employee will be notified in writing as to why he/she is being terminated and the effective date of the action.

7.2.1.3. In all cases of initial appointments to this type of excepted position, the SF-50, Notification of Personnel Action, covering such an appointment shall contain, under "Remarks," the following: "This appointment is subject to the satisfactory completion of a 1-year trial period and recommendation for continued employment at the end of such trial period."

7.2.2. Any person appointed to an excepted position with authority for future noncompetitive conversion to a competitive appointment (e.g., Presidential Management Fellow, Federal Career Intern) is required to meet the conditions of the excepted appointing authority. For example, Presidential Management Fellows and similar appointees will remain under an excepted-conditional appointment until they meet the requirements for noncompetitive conversion to career (or career-conditional) appointment, without the requirement for a 1-year trial period. The requirements stated in the appointing authority provide a period of conditional employment (generally 2 or more years), which must be completed prior to conversion to a career or career-conditional appointment. This service may be credited toward completion of the probationary period requirement in the competitive service.

7.2.2.1. If conversion is from a nonprofessional position (e.g. cooperative education engineering technician) to a professional position (e.g., a professional AST position), service in the nonprofessional position will not be credited toward completion of the probationary period for the professional position.

7.2.2.2. Each employee shall be evaluated at least 2 months prior to the projected conversion date.

7.2.3. No trial period is required for appointment to an excepted position with time limitation and without authority for future noncompetitive conversion to competitive appointment (e.g., experts and consultants, college faculty or college graduate students, student temporary employment program appointees). These authorities generally may not be extended beyond a given date or period of time.

Chapter 8. Interagency Detail of Civilian Employees

8.1. References

8.1.1. 42 U.S.C. 2473 (The National Aeronautics and Space Act of 1958), Section 203(C)(6), as amended.

8.1.2. 31 U.S.C. 1535.

8.1.3. 5 U.S.C. 3341-3343.

8.2 Responsibility

8.2.1. The detail or extension of details of NASA employees to the White House requires the approval of the Administrator.

8.2.2. The detail or extension of details of NASA employees to congressional committees or congressional staffs requires the approval of the Office of Legislative Affairs.

8.2.3. The detail or extension of details to international organizations must be coordinated with the International Relations Division, Office of External Relations.

8.2.4. The nonreimbursable interagency detail of employees requires the approval of the appropriate appointing authorities, in coordination with the responsible officials of other agencies and departments (e.g., the Human Resources and Security Offices).

8.3 Introduction

8.3.1. The detailing of civilian personnel, whether reimbursable or nonreimbursable, from other Federal agencies and departments to NASA and from NASA to other Federal agencies and departments is to be mutually beneficial to the organizations involved and should be kept to an essential minimum and within the shortest practicable time limits.

8.3.2. All actions taken under these authorities are subject to review by the Headquarters Office of Human Capital Management.

8.4. Procedures

8.4.1. The gaining agency or department will perform the following:

a. Prepare the request and obtain approval. The request must contain the following:

1. The employee's name.
2. Title.
3. Grade and salary.
4. Location of current and proposed assignment.
5. Reimbursement or nonreimbursement information.
6. Required security clearance information.
7. Need for the detail.
8. A statement of work to be performed or a position description.
9. Duration (beginning and ending dates) of the detail.

b. Notify the appropriate security officer of arrival and departure of the detailee.
c. If reimbursable, process a purchase request to transfer funds upon completion of a satisfactory detail.

d. Provide any required travel orders (unless otherwise provided for in the agreement).
e. Submit time and attendance reports to the losing agency or department.

8.4.2. The losing agency or department will perform the following:

a. Agree to the request.
b. Document assignment (if over 30 days) in the employee's official personnel file.
c. Maintain time and attendance reports, and pay the detailee.
d. Maintain appropriate contact with the detailee.

8.5. Reporting Requirement

8.5.1. Regardless of whether the detail is reimbursable or nonreimbursable, the employee is counted in the Full-Time Equivalent/Work Year Civilian Employment Report (SF-113g) of the losing agency or department. This is not negotiable in interagency agreements.

8.5.2. Center Human Resources Offices must maintain records on incoming and outgoing details for a period of 2 years beyond the ending date of the detail. The information must include:

a. Name of detailee.
b. Organization to which detailed (if a NASA employee) or organization from which detailed (if a non-NASA employee).
c. Period of detail.
d. Whether or not the detail was reimbursable.

Chapter 9. Term Appointment Authority

9.1. References

9.1.1. Section 9806 of the NASA Flexibility Act of 2004 (PL 108-201), as codified in title 5 U.S.C. (Hereafter referred to as "the Act.")

9.1.1. 5 Code of Federal Regulations, Part 316, Subpart C.

9.2. Responsibility

The Human Resources Director at each NASA Center is responsible for implementing the term authorities outlined in the Act as prescribed in this chapter.

9.3. Introduction

This material provides guidance on implementing and applying the new human resources flexibilities with respect to term appointments and conversions in the NASA Flexibility Act of 2004.

9.4. Definitions

9.4.1. Term Appointment - A nonpermanent appointment made for up to a maximum of 6 years. Reasons for making a term appointment include, but are not limited to, project work, extraordinary workload, scheduled abolishment, reorganization, contracting out of the function, uncertainty of future funding, or the need to maintain permanent positions for placement of employees who would otherwise be displaced from other parts of the organization.

9.4.2. Same Geographic Location - For purposes of this provision, this term is defined to mean the same Center (as that in which the employee is currently working), or any satellite unit serviced by the human resources office for that Center.

9.4.3. Current Continuous Service - A period of time, beginning at the present and extending back through all periods of term employment in the competitive service not separated by a break of 3 or more days. The service need not have been performed solely at NASA and may have occurred in one or more Federal agencies.

9.4.4. Critical Need - Competency area in which the Agency is, or will be, at risk, as identified in the NASA Workforce Plan prescribed by the Act.

9.5 Exception

This authority may not be used in connection with a political appointee who holds a position that has been excepted from the competitive service by reason of its confidential, policy-determining, policy-making, or policy-advocating character ("Schedule C position"); or a position in the Senior Executive Service as a noncareer appointee as such term is defined in S 3132(a) of title 5, United States Code.

9.6. Making or Extending Term Appointments for up to 6 Years

9.6.1. Appointments Made Prior to the Implementation of the Act

9.6.1.1. Any term employee whose current appointment offered the potential to serve the full 4-year maximum period may be noncompetitively extended up to 6 years, PROVIDED THAT:

a. There are no qualified and available Interagency Career Assistance Transition Program (ICTAP) eligibles; AND b. The extension covers the same position in the same organization as that in which the employee is currently working.

9.6.1.2. Term employees whose current appointment does not provide for a full 4-year period of service must be extended beyond the period originally stipulated through competitive procedures.

9.6.2. Extension of Appointments Made After the Implementation of the Act

9.6.2.1. Announcements for term positions will, as a matter of standard practice, state that the position has the potential to be extended for up to a maximum of 6 years, even if the initial appointment period is for a shorter period.

9.6.2.2. Based on the preceding, all term appointments may then be extended for up to 6 years on a noncompetitive basis.

9.7. Advertising Vacant Positions

9.7.1. Term Positions

9.7.1.1. In the absence of compelling reasons not to do so, all vacancy announcements to fill term positions will state that individuals selected under this announcement will be eligible for conversion to permanent appointment under the provisions of the Act.

9.7.1.2. If management determines that it is not appropriate for the vacancy announcement to offer a conversion opportunity, the responsible human resources specialist will document the case file as to the reasons for that decision.

9.7.2. Permanent Positions

All announcements for permanent positions will include a statement that term employees who meet the requisite eligibility criteria may compete under competitive placement procedures and, if selected, be converted to permanent appointment.

9.8. Basic Requirements For All Conversions of Term Employees

9.8.1. The employee was selected for the term position under Title 5 competitive procedures, and the announcement stated that the individual(s) selected may be eligible for conversion to permanent appointment.

9.8.2. The individual has at least 2 years of continuous service under a term appointment in the competitive service.

9.8.3. The individual's performance is fully successful or better.

9.8.3.1. Formal performance documentation is required to support this determination.

9.8.3.2. Documentation is required for the entire 2-year period upon which eligibility is based.

9.9. Requirements for Noncompetitive Conversion

9.9.1. Any employee who meets all of the preceding criteria, and who meets all of the following requirements is eligible for noncompetitive conversion to a permanent appointment.

a. It must be in the same geographic location;
b. In the same occupational series; and
c. Have no greater promotion potential than the term position currently held.

9.9.2. No term employee has an entitlement to a noncompetitive conversion. Even if an eligible employee is available and interested, management still may elect to require competition, selecting the candidate best qualified for the position.

9.10. Requirements for Competitive Conversion

9.10.1. Term employees who meet the basic eligibility requirements, but who do not meet all of the requirements for noncompetitive conversion, may be considered under competitive placement procedures.

9.10.2. When management does not wish to make a noncompetitive selection, employees eligible for noncompetitive

action may apply and be considered under competitive procedures.

9.11. Referring Term Employees for Selection Consideration Under Competitive Placement Procedures (CPP)

9.11.1 Term employees may apply to any CPP announcement for which they believe they are qualified, including those open only to NASA employees.

9.11.2 Qualified term employees will be referred and considered equally with other candidates.

9.11.3 Term employees who apply based on their eligibility for conversion will be presumed to be correctly identified. No further validation of eligibility, e.g., level of performance, will be required prior to referral.

9.11.4 Term employees who are eligible for noncompetitive conversion will be referred on the list of candidates eligible for noncompetitive selection.

9.12. Advising Employees

All new term employees should be informed regarding NASA's term authorities when they are appointed.

9.13. Reporting Requirements

9.13.1. All conversions of term appointments under these provisions are to be in accordance with the format prescribed by Headquarters, Office of Human Capital Management. Information is to be provided to Headquarters as requested, but not less than annually at such dates specified, to ensure compliance with annual congressional reporting requirements.

9.13.2. Each Center shall, at a minimum, maintain data on the total number of term appointments converted to permanent, and of those, the number of appointments that were made to address a critical need.

9.13.3. Centers may maintain additional information as they deem useful and appropriate.

Chapter 10. Federal Equal Opportunity Recruitment Program Guidelines

10.1. References

10.1.1. 5 CFR, Part 720.

10.1.2. 5 U.S.C. Chapter 72.

10.2. Responsibility

The Assistant Administrator for the Office of Human Capital Management is responsible for developing the program and procedures for Agencywide implementation.

10.3. Introduction

Each NASA Center is required to establish a recruitment program for minorities and women in a manner that seeks to eliminate underrepresentation in the various categories of civil service employment, pursuant to regulations prescribed by OPM as required by 5 U.S.C. 7201(c).

10.4. Program Reporting

10.4.1. The Federal Equal Opportunity Recruitment Program Plan will be made a part of NASA's Affirmative Employment Plan and forwarded to the U.S. Equal Employment Opportunity Commission by the Assistant Administrator, Office of Diversity and Equal Opportunity.

10.4.2. NASA Centers must submit their recruitment plan to the Assistant Administrator for the Office of Human Capital Management for review and consolidation in the national plan no later than October 20 of each year.

10.4.3. NASA Centers must prepare an annual recruitment report for the Office of Human Capital Management to consolidate and forward to OPM. This report reflects recruitment efforts to eliminate underrepresentation in the various categories of civil service employment.

10.4.4. The Office of Human Capital Management will forward a copy of the consolidated report to the Office of Diversity and Equal Opportunity for inclusion in its annual Affirmative Employment Accomplishment Report to the Equal Employment Opportunity Commission.

10.5. Index of Representation

10.5.1. In calculating indices of representation, NASA Centers will use currently defined occupational code blocks.

10.5.1.1. All indices calculated for NASA class codes 200, 600, 700, and 900 should use national labor force data unless the local labor force data is greater.

10.5.1.2. All indices calculated for NASA class codes 100, 300, and 500 should use local civilian labor force data unless the national data is greater. OPM has granted an exception to using national data for grades GS-4 and below.

10.5.1.3. Each NASA Center will determine which Standard Metropolitan Statistical Area (SMSA) or State data are appropriate as its local labor force data, compare it with the national data, and use the highest figure for each minority group.

10.5.1.4. OPM suggests grouping grades if there are fewer than 100 employees in a grade and the grouping does not mask underrepresentation.

10.5.1.5. A number of simplifying steps may be used by NASA Centers in calculating indices of representation; for example, DFRC and SSC may use grade groupings for all occupational code blocks. Because of the size of these Centers, there will be no need to calculate indices for individual grades.

10.5.1.6. Centers, including Headquarters, need to calculate an index for a particular code block only if the number of employees exceeds 100 (for example, LaRC calculates only for occupational codes 300, 500, 600, and 700, while Headquarters calculates for 500, 600, and 700).

10.5.2. Once the representation has been calculated for each grade and major code block, it is possible to focus on primary target areas for the recruitment program.

10.6. Reporting Requirement

The annual reporting format will be determined by OPM and the Office of Human Capital Management and forwarded to each NASA Center for completion.